

SECRET

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NOTICE
NO. [REDACTED]

PERSONNEL
February 1954

HOURS OF WORK

TIME AND ATTENDANCE REPORTS FOR DEPARTMENTAL PERSONNEL
PAID FROM CONFIDENTIAL FUNDS

1. Effective with the pay period beginning 28 March 1954 all Time and Attendance Clerks submitting Time and Attendance Reports for headquarters employees on the confidential funds payroll will use the four-week Time and Attendance Report Form No. 34-42A (copy attached). Effective 28 March 1954 no other Time and Attendance Report Form will be accepted by the Payroll Section, Finance Division, Office of the Comptroller.

2. Time and Attendance Clerks, for the present, will not use numbered sections 3, 5, 12, 13, nor the section in the top right corner of Form No. 34-42A for annual leave balance at the beginning of the current leave year.

3. All Clerks who are maintaining Time and Attendance Reports for personnel at headquarters who are being paid from confidential funds are requested to deliver such Time and Attendance Reports in an original only to the Payroll Section, Finance Division, Office of the Comptroller not later than 1500 hours on the Monday following the close of the pay period reported.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Attachment
Form No. 34-42A

151
L. K. WHITE
Acting Deputy Director
(Administration)

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